

Approved For Release 2002/05/08 : CIA-RDP75-00163R000100060060-6

# CIA RECORDS MANAGEMENT BOARD

## ROUNDTABLE DISCUSSION PARAMETERS

### TYPES OF FILES FOR MICROFILMING

#### CONDITIONS OF FILE:

- A. Very Good Filming Condition  
(Good contrast, new documents, no fasteners, minimum of file preparation or handling)
- B. Average Document File  
(Generally good condition with about half requiring preparation actions.)
- C. Poor File for Filming  
(Poor carbons, variety of paper colors, textures and conditions, most fastened.)

#### TYPES OF FILES:

- 1. Administrative Files (8 x 10 1/2 to 10 x 14)  
(Correspondence, Chronos, reports, studies, etc.)
- 2. Case Files (4 x 8, 8 x 10, 10 x 14 and some odd sizes)  
(Personnel, 201, Projects, Medical, Security, cases, etc.)
- 3. Reference Material (8 x 10 to 10 x 14 with some odd sizes)  
(Papers, catalogs, pamphlets, maps, photos, drawings, etc.)
- 4. Indexes (3 x 5, 4 x 8, and tab card)
  - a. Card Stock, typed, one side
  - b. Handwritten, half with notes on both sides
  - c. More than half on two sides with one fourth stapled

#### MICROFORM PARAMETERS TO BE SETTLED PRIOR TO DISCUSSION

##### CARTRIDGES AND CASSETTES

Average about half that of a reel

##### ROLL MICROFILM

Average of 2,000 or 3,000 Document images or 10,000 card images per 100 ft. reel  
Double for High Density thin film.

##### MICROJACKETS

Tab size or 4 x 6 inch size

MICROFICHE

Tab    Tab card size  
Standard 4 x 6 with 60 images, 20 to 1.  
DOD 4 x 6 with 98 images 24 to 1  
Superfiche 4 x 6 with 3,200 images  
Ultrafiche 4 x 6 with 5/10,000 images

APERTURE CARDS

Tab size with one, 6, or 8 images

COM

Film  
Fiche  
Applications Today and Future

DISCUSSION NOTE:

A participant has requested that we distinguish clearly between microform procedures involving ACTIVE FILES which require up dating and INACTIVE FILES which are closed and will have reference activity but will not be up dated unless reactivated.